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RESPONSIBILITIES OF OFFICE CAREER SERVICE BOARDS

STATINTL

1. CIA [REDACTED], paragraph 5c (and CIA [REDACTED] STATINTL of 19 June 1952 before it) establishes the responsibilities and functions of the Office Boards. These Boards have been existent for approximately one year. During this period the CIA Board has received from the Executive Secretary three quarterly reports on Office Board activities. The Board has not, however, reviewed these reports nor commented on their substance.

2. Recommendation: It is recommended that the CIA Board review, in detail, the operation of the Office Boards for the purpose of:

a. Evaluating the manner by which the assigned responsibilities have been met.

b. Determining the need for prescribing uniform policies and procedures for the future activities of the Office Boards,

c. Obtaining the basic data for preparing the annual summary for the Director of the operation of the CIA Career Service Program. (A responsibility assigned to the CIA Board)

d. Obtaining the data for developing the Agency's program for the next year. In particular, it is recommended that the Chairman of the CIA Board address to each Office Board, a request that it prepare as of 30 June an annual report specifically concerned with the various elements of paragraph 5, CIA [REDACTED] such as

STATINTL

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organization;

membership;

meetings;

reviewing of individual rotation, training,

advancement and assignment plans; development

of internal personnel policy; and discharge of

the eight specific functions in paragraph 5 c 2.

A request for appropriate annual reports should likewise be addressed to the Professional Selection Panel and the Honor Awards Board.